



Special Event Packet

The City of Lincoln is happy to hear you are planning a special event in Lincoln. Putting on a successful event depends on cooperation and participation from many people, including City of Lincoln employees.

This Special Event Packet and Application will help you identify equipment, services and activities early in the planning stages to help minimize last minute surprises that could be a problem for you and your organization. It also helps inform City staff of your event and the needs you may have.

Please have the application completed in full and attach all necessary documents (such as event maps) before submitting it for review. The Special Event Application is designed to obtain information about any type of event so if sections of the form do not relate to your event, simply indicate that the question is non-applicable (N/A).

City of Lincoln
Recreation Department
2010 First Street, Lincoln, CA 95648
(916) 434-3220
fax (916) 434-8057



A **Special Event** is defined as “any event hosting a group of people in which events take place on any public property or within the public right of way which obstruct, delay or otherwise interfere with the normal flow of vehicular or pedestrian traffic, or which does not comply with applicable traffic laws or controls.”

In order to conduct a **Special Event** on City property or within City right of way, the Coordinator of the Special Event must obtain approval of a Special Event. As part of a Coordinator’s application sufficient information must be provided regarding the Special Event and its need for city services and materials. The event will then be put into an event “class” and permit fees will be determined. A Special Event Coordinator may be responsible for any City costs that exceed the permit fee and damage/cleaning deposit. Non-profit organizations must provide proof of status by submitting a copy of the 501c3. “For profit” organizations or private parties may be subject to pay additional fees.

General Information

Reservations for a special event may be made a maximum of 1 year in advance and must be made a minimum of 6 months in advance. There are different levels of special events. Please determine what you will be required to do base on the definitions of events below.

A **Class I** event is defined as a public event or small gathering with 50-99 people. This type of event requires completion of the Special Event Application, a Certificate of Insurance, and a Special Event Permit. A SEI meeting may not be required. Other items may be required depending on the type of special event.

A **Class II** event is defined as a public event with 100-999 people in attendance. This type of event requires the completion of a Special Event Application, a Certificate of Insurance, a Special Event Permit, and a SEI meeting. Other items may be required depending on the type of special event.

A **Class III** event is defined as a public event with 1000+ people in attendance. This type of event requires the completion of a Special Event Application, a Certificate of Insurance, a Special Event Permit, and a SEI meeting. Other items may be required depending on the type of special event.

Any event that includes road closures and/or alcohol sales/consumption will be required to attend an SEI meeting.

Special Events and Incidents Committee (SEI)

The Special Events and Incidents Committee (SEI) was formed as a way for Event Coordinators to communicate their event and services requested to city staff at one time. The SEI Committee is comprised of staff from Recreation, Public Services, Police, and Fire Departments. The Special Event application must be turned in before a SEI meeting will be scheduled.

Highway 65

If your event includes the use of Highway 65, you are required to obtain an Encroachment Permit from Cal Trans, contact Cal Trans at (916) 654-6232. As a condition of the event, you will be required to provide a copy of the Encroachment Permit from Cal Trans prior to receiving approval for your event.

Rentable Areas

If your event includes the use of a rentable outdoor area, then necessary rental fees will be charged. Outdoor rentable areas include Beermann Plaza, McBean Park, McBean Park Gazebo, and McBean Stadium. Non-profit organizations will only be charged the Special Event Permit fee, if utilizing an outdoor rentable area. Private parties or for-profit organizations will be charged hourly rental rates if using an outdoor rentable area in lieu of the special event permit. Non-profit organizations must provide proof in non-profit status by submitting a copy of the 501c3.

Refundable Damage/Cleaning Deposit

Special Event coordinators are required to pay a damage/cleaning deposit when coordinating a special event in the City of Lincoln. The damage/cleaning deposit fee will depend on what classification your event is given.

Class I Event: \$250

Class II Event: \$500

Class III Event: \$750

The deposit is refunded as long as no damage is done to city property and city property is cleaned/picked up properly. In the event damage is caused during an event or city staff is required to clean excessively after your event, the damage deposit or a portion of the deposit is forfeited. The renter must contact the Recreation Department after their event to request the return of the damage/cleaning deposit.

Please note: refunds can take approximately four to six weeks to process.

Notification to Property Owners

You will be required to notify surrounding residents, businesses, organizations, etc. that may be impacted by your event. As a condition of the event, you will be required to provide a copy of the notice two weeks prior to the event to the Recreation Department. Once approved by the Recreation Department, the event coordinator will need to deliver the letter one week prior to the event. The SEI Committee will dictate what residential areas, businesses and organizations to deliver the letter.

Electrical Access

Depending upon the location of your event and your electrical needs, access to electricity through the City of Lincoln may or may not be available. A generator or other source of electricity may be needed for your event. Electrical access arranged through the City is limited to specific locations. If City staff is called out to handle electrical situations for your event, the staff "call out" charge will be taken from the damage deposit.

Event Details

A detailed map/diagram of the event must be attached to your completed application. The map submitted must be computer generated. Hand-drawn maps will not be accepted. If your event will be held in the downtown area, a map of the downtown area will be available to you.

It is important that you read the application carefully and provide the requested information on your event map/diagram. For a moving route (i.e.-parade), you are required to indicate the direction of travel and provide a written narrative explaining the route. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before your event will be approved.

It is important for City Staff to have a clear understanding of the event. Please attach any additional information that is helpful in describing the event.

Downtown Events

If your event is located in the Downtown area of Lincoln, your event must stay within a certain area. The event must stay between 7th and McBean Park Drive, and E Street and Highway 65. A map will be provided.

Food Concessions and/or Preparation

A Health Permit for “Sponsors of Temporary Events” may be required by Placer County if food or beverages are sold or given away during the event. Guidelines are provided by the Placer County Health and Human Services Department, Environmental Health Division.

Contact Information:

Environmental Health Division
3091 County Center Drive, Ste. 180
Auburn, CA 95603
(530) 745-2300
www.placer.ca.gov

If your event requires a permit from Placer County, you may be required to provide a copy of the permit as a condition to receiving approval for your event.

Dumpster

Non-profit organizations may request a dumpster for their event at no cost. For-profit organizations or private parties will need to pay a rental rate for the dumpster. Payment and reservation of a dumpster will be organized through the Public Services Department Solid Waste Division at (916) 434-2450.

Fire

The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters.

Alcohol

The Event Coordinator who is responsible for the planning of a special event involving the sale or serving of alcoholic beverages at the event must be 21 years of age or older.

In most cases, the sale or serving of alcohol at an event will require a license which can be obtained through the State of California Department of Alcohol Beverage Control (ABC). The Event Coordinator must contact the City of Lincoln Police Department (LPD) to secure approval from the Chief of Police. If approval is granted, LPD will issue an approval letter. Applicant must take this letter to ABC to secure a one-day liquor permit.

Contact Information:

Department of Alcoholic Beverage Control
Sacramento District Office
(916) 227-2002
www.abc.ca.gov

If your event requires a permit from ABC, you will be required to provide a copy of the permit as a condition to receiving approval for your event. The permit issued by ABC must be displayed during the time alcoholic beverages will be sold.

Toilet Facilities

Portable toilets may be required. The City of Lincoln recommends one (1) chemical toilet for every 200 males and one (1) for every 100 females. The figure is based upon the maximum number at your event during peak time. Hand washing stations may be required as well. The American with Disabilities Act requires that 10% of all portable toilets be ADA accessible. Portable toilets must be removed by 7am the next day following the event. If your event is downtown, portable toilets cannot be placed in the alley behind businesses at Beermann Plaza.

Sanitation

Depending on the size and scope of your event, trash receptacles and dumpsters may be requested. You must properly dispose of waste and garbage throughout the term of the event and immediately upon conclusion of your event. Event coordinators will need to supply their own trash liners (30-gallon) for the receptacles. A new liner will need to be placed in all trash receptacles following the conclusion of your event. The area of the event must be returned to a clean condition. Failure to perform adequate clean-up may include the denial of future approval for an event and/or charges at full cost of recovery for clean up.

Disposal of wastewater and other liquids

Please provide a plan for the disposal of all wastewater and other liquids to keep them from entering the City's storm drains. Dumping of wastewater down city drains is prohibited.

Parking/Mitigation of Impact

The size and scope of the event will potentially impact the area surrounding it as well as the businesses, residents, and those attending. Please consider the following when planning your event:

- Parking plans
- Interference with access to residential neighborhoods, businesses, places of worship, and/or public facilities
- Impact on emergency vehicles

You will be required to provide a description or diagram indicating your parking plan for the general public and people with disabilities.

If parking stalls will be blocked by your event, you will be required to purchase and hang “No Parking” signs on every parking stall. “No Parking” signs will need to be purchased by the Event Coordinator and hung 24 hours in advance.

Accessibility for People with Disabilities

Depending upon the size and nature of the event, you may be required to provide adequate access to people with disabilities.

Disabled access may include parking; restrooms; clear paths of travel; accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible restrooms, parking, phones, drinking fountains, etc.

“Accessible” describes a site, building, facility or portion thereof that can be approached, entered, and used by person with disabilities. It is the applicant’s responsibility to comply with all Disability Access Requirements applicable to the event.

All indoor and outdoor sites for special events must be accessible to persons with disabilities. If a portion of the area is inaccessible, an alternate area must be provided with the same activities. It cannot, however, be offered only to patrons with disabilities.

Please visit www.ada.gov for additional information.

Security

Event Coordinators are required to provide a safe and secure environment for their event. This is accomplished through sound pre-planning and by anticipating potential problems and concerns. The size, type, time of day, and location of the event, as well as the overall activities, are all areas that need to be analyzed in depth. Events having the potential to draw a large crowd, such as street fairs or concerts, are of particular concern. Many events require the services of a professional licensed security company. The Police Department may require a minimum number of licensed private security guards and police officers to adequately staff the event. Guards must be licensed and bonded through the State of California and possess all relevant security guards cards and identification. You will need to turn in a copy of the contract as a condition to receiving approval for your event.

First Aid

Large events or events deemed appropriate due to their element of risk may require a First Aid Station staffed with primary emergency personnel defined as- registered nurses, EMT, or paramedic certified. Emergency personnel shall provide all appropriate first aid equipment and have it accessible on-site at the first aid station.

Noise Levels

Event Coordinators must be certain that all sound emitted from event activities comply with the City of Lincoln Noise Ordinance (Lincoln Municipal Code Title 9, Chapter 9.04.010).

It is unlawful for any person, firm or corporation to operate or employ any sound system, sound-amplifying device, radio loudspeaker, record player, radio, jukebox or other electrical or mechanical device or apparatus that emits sound waves, at any time during any day in any manner so that any sound emitted therefrom is audible to a person of average hearing faculties or capacity at a distance of more than twenty-five feet from the source of the sound emitted or in any manner so that the sound emitted therefrom or transferred thereover travels, is carried or projected into any public street, sidewalk, alley or place or onto, across or over any private property other than that owned by the person controlling the loudspeaker or other sound-emitting device.

Please be aware that loud and unreasonable noise (including music) is a violation of law. A police officer who determines that noise from your event is offensive to others may require you to stop the noise. In addition, the police may order musical entertainment to end if it incites a crowd to become unruly and risks injury.

Event Promotion

Please assure approval of your event before you promote, market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially reviewed by City representatives. Acceptance of your Special Event by the City is not a guarantee of the date, location or an automatic approval of your event. The event coordinator must complete the application requirements entirely before the City will approve the event.

Please provide the City with copies of your proposed advertisements for your event along with your advertising plan and canvassing areas.

Banner

Arrangements to hang banners on First Street and Joiner Parkway are made through the Recreation Department at (916) 434-3220 or visit 2010 First Street through a Banner Permit

Special Events Calendar Posting

The City of Lincoln provides a calendar of upcoming special events on the City of Lincoln's website. Limited event information (date, time, location, contact information, may be posted provided it meets posting criteria. Please contact the City's Public Information Officer at jthompson@ci.lincoln.ca.us.

Insurance

A certificate of insurance must be filed with the City of Lincoln Recreation Department one week prior to your event. The Event Coordinator shall procure and maintain a one million dollar general liability insurance policy naming the City of Lincoln as an additional insured. In some instances the City may be able to provide insurance for your event at cost to your organization.

Exemption from Payment

Some organizations/events are exempt from payment. Please ask the Recreation Department for a list of those organizations/events.

Cancellation of Event

If an Event Coordinator cancels an event prior to the scheduled SEI meeting, the coordinator shall receive 100% of the permit fee refunded and 100% of the damage deposit refunded.

If an Event Coordinator cancels an event after he/she attends the scheduled SEI meeting, the coordinator shall receive 50% of the permit fee refunded and 100% of the damage deposit refunded.

If an Event Coordinator cancels an event after the application has been processed and the event is classified as a Class I (without a SEI meeting required), the coordinator shall receive 75% of the permit fee refunded and 100% of the damage deposit refunded.

Application Submittal

The applicant must complete, sign and date the application and submit it to:

City of Lincoln
Recreation Department- Special Events
2010 First Street
Lincoln, CA 95648
Phone: (916) 434-3220
Fax: (916) 434-8057

Your application will be circulated to the necessary department and division heads, who may call you for clarification or additional information.